



**State Representative La Shawn K. Ford**

# DAILY JOB LISTINGS



**Springfield Office**  
**239-E Stratton Office Building**  
**Springfield, IL 62706**  
**TEL: 217-782-5962**  
**FAX: 217-557-4502**

Chicago Austin \* Oak Park \* Riverside \*  
North Riverside \* Brookfield \* Berwyn \*  
Proviso Township \* Forest Park \* La  
Grange \* LaGrange Park \* Western Springs

08/10/2018



Job Title: Office Clerk - Opt SS2  
Agency: Children & Family Services  
Closing Date/Time: Wed. 08/15/18 5:00 PM Central Time  
Salary: \$2,636.00 - \$3,557.00 monthly  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: 1  
Plan/BU: RC014  
Bid ID#: 1803030-030080

Under direct supervision, performs a variety of clerical duties, including light typing of forms and materials, filing, photocopying, and sorting and distributing mail; operates commonly used office equipment in performing duties; translates and interprets, both orally and in writing, for Spanish speaking clients.

Contact - Heather Poe  
Phone: (217) 524-0266  
Fax: (217) 524-3970  
[heather.poe@illinois.gov](mailto:heather.poe@illinois.gov)

08/10/2018



Job Title: **Mental Health Administrator I**  
Agency: Human Services  
Closing Date/Time: Thu. 08/16/18 5:00 PM Central Time  
Salary: \$4,377.00 - \$6,581.00 monthly  
\$52,524.00 - \$78,972.00 annually  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: **1**  
Plan/BU: **RC062**  
Bid ID#: **10-72-106956**

Under general direction, participates in the activities of a multidisciplinary team engaged in the implementation of care and treatment programs for intellectually disabled individuals served by Ludeman Developmental Center, on an assigned unit. Oversees the formulation and implementation of treatment and habilitation plans including completion of tasks such as quality assurance checks, data collection, analysis, implementation of department of public health regulations and other applicable rules and regulations

Bureau of Employee Services  
Andrew Reagan  
100 South Grand Ave East, 3rd floor  
Springfield, IL 62762  
217-557-0347  
FAX: 217-524-2116

JRTC Suite 4-500 100 W. Randolph Chicago IL, 60601-3219  
Phone: (312) 814-2141 SIGN UP FOR DAILY JOB LEADS [WWW.LASHAWNFORD.COM](http://WWW.LASHAWNFORD.COM) EMAIL JOB LEADS TO [WORKFORCE@LASHAWNFORD.COM](mailto:WORKFORCE@LASHAWNFORD.COM) PLEASE FEEL FREE TO FORWARD JOB LEADS TO OTHERS  
Jobs Found at: <https://www.illinois.gov/cms/Pages/default.aspx>

08/10/2018



Job Title: **Public Service Administrator - Opt 6**  
Agency: Children & Family Services  
Closing Date/Time: Thu. 08/16/18 5:00 PM Central Time  
Salary: \$3,116.00 - \$9,765.00 monthly  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: **1**  
Plan/BU: **GB063**  
Bid ID#: **1815021 - 156950**

provides leadership within the region on the quality of services provided; provides expertise and case consultation; identifies and communicates the adequacies and availability of social services; serves as full line supervisor of subordinate staff.

Additional information may also be obtained from the Agency Contact listed above or by contacting CMS, Division of Examining and Counseling at [Work4Illinois@Illinois.gov](mailto:Work4Illinois@Illinois.gov) or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

08/10/2018



Job Title: **Public Service Administrator - Opt 6**  
Agency: Children & Family Services  
Closing Date/Time: Thu. 08/16/18 5:00 PM Central Time  
Salary: \$3,116.00 - \$9,765.00 monthly  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: **1**  
Plan/BU: **GB063**  
Bid ID#: **1815021 - 156950**

Under administrative direction, directs the Clinical Service Unit within the region; manages all clinical programs, including, but not limited to, quality enhancement, utilization reviews, and case consultation; provides leadership within the region on the quality of services provided; provides expertise and case consultation

**Contact: Frances Cunningham Phone: (312) 814-5987 Fax: (312) 814-5986**  
**E-mail: [Frances.cunningham@illinois.gov](mailto:Frances.cunningham@illinois.gov)**  
**Mailing Address: 100 W. Randolph, Chicago, IL 60601**



08/10/2018



Job Title: **Public Service Administrator - Opt 6**  
Agency: Human Services  
Closing Date/Time: Mon. 08/13/18 5:00 PM Central Time  
Salary: \$3,116.00 - \$9,765.00 monthly  
\$37,392.00 - \$117,180.00 annually  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: **1**  
Plan/BU: **GB063**  
Bid ID#: **10-91-106917**

Under administrative direction, performs highly responsible administrative duties as Assistant Local Office Administrator; serves as a full-line supervisor, supervising subordinate staff engaged in Income Maintenance, Intake and/or professional operations. Serves as liaison to other State and Local government agencies; provides leadership and administrative direction to other administrative staff.

BIDDING CONTACT:  
DHS, BUREAU OF EMPLOYEE SERVICES  
ATTN: Georgette Patterson  
100 S GRAND AVE E, 3rd FL  
SPRINGFIELD, IL 62762  
FAX (217) 524-3826

JRTC Suite 4-500 100 W. Randolph Chicago IL, 60601-3219  
Phone: (312) 814-2141 SIGN UP FOR DAILY JOB LEADS [WWW.LASHAWNFORD.COM](http://WWW.LASHAWNFORD.COM) EMAIL JOB LEADS TO [WORKFORCE@LASHAWNFORD.COM](mailto:WORKFORCE@LASHAWNFORD.COM) PLEASE FEEL FREE TO FORWARD JOB LEADS TO OTHERS  
Jobs Found at: <https://www.illinois.gov/cms/Pages/default.aspx>

08/10/2018



Job Title: **Public Service Administrator - Opt 6**  
Agency: Human Services  
Closing Date/Time: Mon. 08/13/18 5:00 PM Central Time  
Salary: \$3,116.00 - \$9,765.00 monthly  
\$37,392.00 - \$117,180.00 annually  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: **1**  
Plan/BU: **GB063**  
Bid ID#: **10-91-106918**

Requires knowledge, skill and mental development equivalent to completion of four years of college with course work in a social or human services field. Requires three years progressively responsible administrative experience in a health or human services organization.

**BIDDING CONTACT:**  
DHS, BUREAU OF EMPLOYEE SERVICES  
ATTN: Georgette Patterson  
100 S GRAND AVE E, 3rd FL  
SPRINGFIELD, IL 62762  
FAX (217) 524-3826

08/10/2018



Job Title: **Winter Salaried HIGHWAY MAINTAINER (MONTHLY SNOWBIRD) - District 1**

Agency: **Transportation**

Closing Date/Time: **Tue. 08/14/18 4:00 PM Central Time**

Salary: **\$4,375.00 / Month**

Job Type: **Temporary**

Location: **Cook County, Illinois**

Number of Vacancies: **642**

Plan/BU: **HR001**

Bid ID#: **IPR#42933**

The Illinois Department of Transportation is posting this job position for Full-Time, Seasonal, Salaried Highway Maintainers (Monthly Snowbirds). Full-Time, Seasonal, Salaried Highway Maintainers (Monthly Snowbirds) are seasonal, temporary, non-permanent full-time employees who perform the same duties as year-round Highway Maintainers.

1. MAIL to: Attn: Personnel, 201 West Center Ct, Schaumburg, IL 60196),
2. FAX to: Attn: Personnel at fax number (847) 705-4489
3. EMAIL to: [DOT.D1WinterApplications@illinois.gov](mailto:DOT.D1WinterApplications@illinois.gov)



08/10/2018



Job Title: **Account Technician II**  
Agency: Juvenile Justice  
Closing Date/Time: Tue. 08/14/18 4:00 PM Central Time  
Salary: \$3,371.00 - \$5,041.00 monthly  
Job Type: Full-Time  
Location: Kane County, Illinois  
Number of Vacancies: **1**  
Plan/BU: **RC014**  
Bid ID#: **IDJJ-27-15-18-0001**

Under direction of the Business Manager independently performs technical accounting work in maintaining a complex, complete set of general account books at Illinois Youth Center-St. Charles; keeps budgetary records, prepares financial obligating documents, financial statements and reports; serves as Property Control Officer; serves as backup Payroll Clerk; posts receipts to Tracking Inventory Maintenance System (TIMS)

**Agency Contact:**

Robert Huck  
Public Safety Shared Services Center  
1301 Concordia Ct.  
Springfield, IL 62702  
217-557-6010 ext. 4217

08/10/2018



Job Title: Office Associate - Opt SS2  
Agency: Human Services  
Closing Date/Time: Fri. 08/17/18 5:00 PM Central Time  
Salary: \$2,935.00 - \$4,065.00 monthly  
\$35,220.00 - \$48,780.00 annually  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: 1  
Plan/BU: RC014  
Bid ID#: 10-90-106982

Requires knowledge, skill and mental development equivalent to completion of high school and two years office experience. Requires extensive knowledge of office practices, procedures and programs. Requires extensive knowledge of composition, grammar, spelling and punctuation.

Contact Info:  
Bureau of Employee Services  
Ashley Moore  
100 South Grand Ave East, 3rd floor  
Springfield, IL 62762  
217-557-0347  
FAX: 217-524-2116

JRTC Suite 4-500 100 W. Randolph Chicago IL, 60601-3219  
Phone: (312) 814-2141 SIGN UP FOR DAILY JOB LEADS [WWW.LASHAWNFOR.COM](http://WWW.LASHAWNFOR.COM) EMAIL JOB LEADS TO  
[WORKFORCE@LASHAWNFOR.COM](mailto:WORKFORCE@LASHAWNFOR.COM) PLEASE FEEL FREE TO FORWARD JOB LEADS TO OTHERS  
Jobs Found at: <https://www.illinois.gov/cms/Pages/default.aspx>

08/10/2018



Job Title: **Evaluation Coordinator**  
Agency: Human Services  
Closing Date/Time: Fri. 08/17/18 5:00 PM Central Time  
Salary: \$32.00 / Hour  
Job Type: Temporary  
Location: Cook County, Illinois  
Number of Vacancies: **1**  
Bid ID#: **PSC 16-001**

Position is responsible for facilitating evaluation meetings. Monitoring project recruitment, informed consent process for the project evaluation component and overseeing all aspects to comply with requests from the national evaluation.

**Applications should be mailed or emailed to:**

LaTanya Law-Fountain  
Associate Director Workforce Development  
1308 W 105th Street 2nd Floor  
Chicago, IL 60643  
[Latanya.M.Law-Fountain@Illinois.gov](mailto:Latanya.M.Law-Fountain@Illinois.gov)

08/10/2018



Job Title: **Medical Administrator II Option D - Opt 05**  
Agency: Human Services  
Closing Date/Time: Fri. 08/17/18 4:00 PM Central Time  
Salary: \$10,441.00 - \$20,722.00 monthly  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: **1**  
Plan/BU: **TA000**  
Bid ID#: **10-72-106850**

Requires an Illinois license to practice medicine and American Specialty Board Certification, or its equivalent, in family practice. Requires three years of substantive medical administrative experience in medical/clinical or medical programs direction, planning and evaluation.

Agency Contact:  
Kerri Bresley, HR/LR Administrator  
SODC Operations  
1120 Washington Ave  
Dixon, IL 61021  
Phone ~ (815)288-8345  
Fax ~ (815)288-8321  
[kerri.bresley@illinois.gov](mailto:kerri.bresley@illinois.gov)

08/10/2018



Job Title: **Dietitian (Upward Mobility Target Title)**  
Agency: Human Services  
Closing Date/Time: Thu. 08/16/18 5:00 PM Central Time  
Salary: \$3,792.00 - \$5,601.00 monthly  
\$45,504.00 - \$67,212.00 annually  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: **1**  
Plan/BU: **RC062**  
Bid ID#: **10-72-107008**

Requires licensure as a dietitian nutritionist by the Department of Financial and Professional Regulation. \*This class is included as an Upward Mobility Program credential title.\*

Contact Info:  
Bureau of Employee Services  
Andrew Reagan  
100 South Grand Ave East, 3rd floor  
Springfield, IL 62762  
217-557-0347  
FAX: 217-524-2116

JRTC Suite 4-500 100 W. Randolph Chicago IL, 60601-3219  
Phone: (312) 814-2141 SIGN UP FOR DAILY JOB LEADS [WWW.LASHAWNFORDCOM](http://WWW.LASHAWNFORDCOM) EMAIL JOB LEADS TO [WORKFORCE@LASHAWNFORDCOM](mailto:WORKFORCE@LASHAWNFORDCOM) PLEASE FEEL FREE TO FORWARD JOB LEADS TO OTHERS  
Jobs Found at: <https://www.illinois.gov/cms/Pages/default.aspx>



08/10/2018



Job Title: **Public Service Administrator - Opt 6**  
Agency: Children & Family Services  
Closing Date/Time: Thu. 08/16/18 5:00 PM Central Time  
Salary: \$3,116.00 - \$9,765.00 monthly  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: **1**  
Plan/BU: **GB063**  
Bid ID#: **1815021 - 156950**

provides leadership within the region on the quality of services provided; provides expertise and case consultation; identifies and communicates the adequacies and availability of social services; serves as full line supervisor of subordinate staff.

**Contact: Frances Cunningham Phone: (312) 814-5987 Fax: (312) 814-5986**  
**E-mail: [Frances.cunningham@illinois.gov](mailto:Frances.cunningham@illinois.gov)**  
**Mailing Address: 100 W. Randolph, Chicago, IL 60601**

08/10/2018



Job Title: **Public Service Administrator - Opt 6**  
Agency: Human Services  
Closing Date/Time: Thu. 08/16/18 5:00 PM Central Time  
Salary: \$3,116.00 - \$9,765.00 monthly  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: **1**  
Plan/BU: **GB063**  
Bid ID#: **10-91-106019**

Requires knowledge, skill and mental development equivalent to completion of four years of college with course work in a social or human services field.

Bur of Employee Services  
Georgette Patterson  
100 S. Grand Ave., East, 3rd Floor  
Springfield, IL 62762  
(217) 785-7608 - desk  
(217) 524-3826 - fax

08/10/2018



Job Title: Office Clerk - Opt SS2  
Agency: Children & Family Services  
Closing Date/Time: Wed. 08/15/18 5:00 PM Central Time  
Salary: \$2,636.00 - \$3,557.00 monthly  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: 1  
Plan/BU: RC014  
Bid ID#: 1803030-030080

Under direct supervision, performs a variety of clerical duties, including light typing of forms and materials, filing, photocopying, and sorting and distributing mail; operates commonly used office equipment in performing duties; translates and interprets, both orally and in writing, for Spanish speaking clients.

Contact - Heather Poe  
Phone: (217) 524-0266  
Fax: (217) 524-3970  
[heather.poe@illinois.gov](mailto:heather.poe@illinois.gov)

08/10/2018



Job Title: **Child Welfare Specialist (Upward Mobility Target Title)**  
Agency: **Children & Family Services**  
Closing Date/Time: **Wed. 08/15/18 5:00 PM Central Time**  
Salary: **\$4,377.00 - \$6,581.00 monthly**  
Job Type: **Full-Time**  
Location: **Cook County, Illinois**  
Number of Vacancies: **1**  
Plan/BU: **RC063**  
Bid ID#: **1848035-482863**

The college or university issuing a bachelor's or master's degree must be accredited, and the degree program in social work must be approved by the Council on Social Work Education. The directly related professional casework/case management experience must be related to family preservation, family reunification, adoption, youth development, counseling, and advocacy services or a related field.

**Tracey Hardrick, Personnel Liaison**  
**Bureau of Operations - Cook**  
**2020 W. Roosevelt, 2nd Floor**  
**Chicago, Illinois 60608**  
**Phone: 312/814-3775**  
**Fax: 312/814-1224**  
**Email: [Tracey.Hardrick@illinois.gov](mailto:Tracey.Hardrick@illinois.gov)**

JRTC Suite 4-500 100 W. Randolph Chicago IL, 60601-3219  
Phone: (312) 814-2141 SIGN UP FOR DAILY JOB LEADS [WWW.LASHAWNFORD.COM](http://WWW.LASHAWNFORD.COM) EMAIL JOB LEADS TO [WORKFORCE@LASHAWNFORD.COM](mailto:WORKFORCE@LASHAWNFORD.COM) PLEASE FEEL FREE TO FORWARD JOB LEADS TO OTHERS  
Jobs Found at: <https://www.illinois.gov/cms/Pages/default.aspx>

08/10/2018



Job Title: **IES Conversion Contractor**  
Agency: Human Services  
Closing Date/Time: Fri. 08/17/18 5:00 PM Central Time  
Salary: \$0.00 / Month  
Job Type: Temporary  
Location: Cook County, Illinois  
Number of Vacancies: **1**  
Bid ID#: **PSC 19-022**

Requires Bachelors' or equivalent in psychology, sociology/anthropology, social welfare or closely related field. Requires one year of professional casework or crisis intervention experience in a social service agency, or successful completion of an agency-sponsored training program.

**Applications should be emailed to:**

[amparo.esparza-berrini@illinois.gov](mailto:amparo.esparza-berrini@illinois.gov)

Local Office Administrator



08/10/2018



Job Title: **Public Service Administrator - Opt 6I**  
Agency: Human Services  
Closing Date/Time: Fri. 08/17/18 5:00 PM Central Time  
Salary: \$3,116.00 - \$9,765.00 monthly  
Job Type: Full-Time  
Location: Kane County, Illinois  
Number of Vacancies: **1**  
Plan/BU: **GB063**  
Bid ID#: **10-49-106934**

Requires possession of a Master's Degree from an accredited college or university in rehabilitation counseling, rehabilitation administration, clinical psychology, counseling psychology, deaf education, special education or a closely related field. Requires three years progressively responsible administrative experience in rehabilitation counseling and related field.

Bureau of Employee Services  
Jacky Holler  
100 S. Grand Ave. East  
Springfield, IL  
217-785-6341  
FAX: 217-524-3385  
EMAIL: [Jacky.Holler@Illinois.gov](mailto:Jacky.Holler@Illinois.gov)

JRTC Suite 4-500 100 W. Randolph Chicago IL, 60601-3219  
Phone: (312) 814-2141 SIGN UP FOR DAILY JOB LEADS [WWW.LASHAWNFORD.COM](http://WWW.LASHAWNFORD.COM) EMAIL JOB LEADS TO [WORKFORCE@LASHAWNFORD.COM](mailto:WORKFORCE@LASHAWNFORD.COM) PLEASE FEEL FREE TO FORWARD JOB LEADS TO OTHERS  
Jobs Found at: <https://www.illinois.gov/cms/Pages/default.aspx>

08/10/2018



Job Title: **Juvenile Justice Youth and Family Specialist - Opt 1**  
Agency: Juvenile Justice  
Closing Date/Time: Fri. 08/17/18 5:00 PM Central Time  
Salary: \$4,571.00 - \$6,878.00 monthly  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: **1**  
Plan/BU: **RC062**  
Bid ID#: **IDJJ-2700-18-0019**

Requires a bachelor's degree in counseling or a closely related social science degree. Requires two years of professional experience working with youth in juvenile services. Requires a bachelor's degree from an accredited college or university. Requires three years of professional experience in counseling or casework. Candidate must be over 21 years of age.

Additional information may also be obtained from the Agency Contact listed above or by contacting CMS, Division of Examining and Counseling at [Work4Illinois@Illinois.gov](mailto:Work4Illinois@Illinois.gov) or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

08/10/2018



Job Title: **Executive I - Opt G2**  
Agency: Illinois Gaming Board  
Closing Date/Time: Fri. 08/17/18 5:00 PM Central Time  
Salary: \$4,476.00 - \$6,124.00 monthly  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: **1**  
Plan/BU: **RC062**  
Bid ID#: **IGB 18763**

Requires knowledge, skill and mental development equivalent to completion of four years of college preferably with coursework in business or public administration. Requires one year of responsible administrative experience in a public or business organization. Requires extensive knowledge of the principles and practices of public and business administration. Requires working knowledge of the principles of personnel, statistics and procurement.

Agency Contact:  
Illinois Gaming Board, Human Resources  
801 South 7th Street, Suite 400 South  
Springfield, IL 62703  
217-557-2821 Phone  
217-524-1932 Fax OR Scan To: [tammy.fink@igb.illinois.gov](mailto:tammy.fink@igb.illinois.gov)

08/10/2018



Job Title: **Evaluation Coordinator**  
Agency: Human Services  
Closing Date/Time: Fri. 08/17/18 5:00 PM Central Time  
Salary: \$3,116.00 - \$9,765.00 monthly  
Job Type: Part-Time  
Location: Cook County, Illinois  
Number of Vacancies: **1**  
Bid ID#: **PSC 18-068 (2)**

Bachelors degree required and previous experience in information technology system development, MS Excel and people skills. Knowledge of management principles to design studies and surveys to evaluate overall program implementation. Office etiquette, ability to prepare clear and comprehensive reports, experience with employment and training.

LaTanya Law-Fountain  
Associate Director Workforce Development  
1308 W 105th Street 2nd Floor  
Chicago, IL 60643  
PH: 773 881-2934  
[Latanya.M.Law-Fountain@Illinois.gov](mailto:Latanya.M.Law-Fountain@Illinois.gov)

08/10/2018



## CMS EMPLOYMENT

Testing is offered on easy to use touch screen computers. Applicants are allowed at least 90 minutes to answer the questions on automated tests. On tests with a larger number of questions or more complex questions (Human Resources Assistant & Associate; Data Processing Specialist & Administrative Specialist; Disability Claims Adjudicator Trainee; Insurance Analyst II; Revenue Tax Specialist Trainee; Social Services Career Trainee; Telecommunicate Trainee), more time is allowed to complete the exam.

Public use copiers are not available at the Assessment Centers. Therefore, it is important that applicants bring with them copies of their application for each title and test option for which they want to test.

Chicago Office:

James R. Thompson Center

100 W. Randolph, Suite 3-300

Chicago, IL 60601-3220

(312) 793-3565 (voice)

Illinois Relay Center 800) 526-0844

MONDAY, TUESDAY, WEDNESDAY, THURSDAY ONLY -- Flexible  
Schedule Testing Check in time for tests - clerical and non-clerical is anytime  
between 8:00 a.m. - 1:30 p.m.

JRTC Suite 4-500 100 W. Randolph Chicago Il, 60601-3219

Phone: (312) 814-2141 SIGN UP FOR DAILY JOB LEADS [WWW.LASHAWNFORDCOM](http://WWW.LASHAWNFORDCOM) EMAIL JOB LEADS TO  
[WORKFORCE@LASHAWNFORDCOM](mailto:WORKFORCE@LASHAWNFORDCOM) PLEASE FEEL FREE TO FORWARD JOB LEADS TO OTHERS

Jobs Found at: <https://www.illinois.gov/cms/Pages/default.aspx>